	<p>DELAWARE HEALTH AND SOCIAL SERVICES</p> <p>Division of Services for Aging and Adults with Physical Disabilities</p>	<p>Respite Services Service Specification Elderly & Disabled Waiver</p>
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WAIVER SERVICE SPECIFICATION

1.0 SERVICE DEFINITION

- 1.1 Respite is a service provided to participants of designated home and community based waivers administered by the Division of Services for Aging and Adults with Physical Disabilities (DSAAPD). The service is provided on a short-term basis because of the absence or need for relief of those persons normally providing the care.

2.0 SERVICE GOAL

- 2.1 The goal of Respite Services is to provide service to individuals due to the absence of or need for relief of those persons normally providing care.

3.0 SERVICE UNIT

- 3.1 The unit of service for Respite is fifteen (15) minutes of aide service.
3.2 The minimum billing unit is one (1) fifteen-minute increment.
3.3 Time spent preparing for the visit and travel is not billable.
3.4 The provider is permitted to bill for one hour (4 units) of service when unable to gain access, however billing for lack of access more than 3 times per year is not permitted.

4.0 SERVICE AREA

- 4.1 Providers of Respite services are permitted to define sub-areas of service within the state.

5.0 SERVICE LOCATION


- 5.1 Respite service must be provided in the participant's home, while the participant is present.

6.0 SERVICE DESCRIPTION

- 6.1 Respite services are to be prior-authorized by the Division of Services (DSAAPD).
6.2 Prohibited Services
6.2.1 Nursing care (including the administration of medicines, as defined by the Delaware Nurse Practice Act.
6.2.2 Nail or foot care of diabetics
6.2.3 Makeup, professional hair care or barbering.
6.2.4 Care of pet, lawn, garden, raking, or snow removal.
6.2.5 Assistance with heavy-duty cleaning, furniture moving, window washing, or other heavy work.
6.2.6 Financial or legal advice.


7.0 SERVICE STANDARDS



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- 7.1 The provider must comply with all applicable Federal, State, and local rules, regulations and laws applying to the provision of the service.
- 7.2 The provider shall not enter into any subcontracts for any portion of the coordination of services covered by this contract without obtaining prior written approval from DSAAPD.
- 7.3 The provider must develop and maintain policies and procedures for the delivery of Respite Services.
- 7.4 The provider's Registered Nurse (RN) is responsible for assessing the participant, and establishing a specific care plan/tasks for assigned personnel prior to, or in conjunction with the first service date.
- 7.5 The provider must assess the participant and establish a care plan within five (5) calendar days of referral.
- 7.6 The provider must start services within five (5) calendar days of their assessment.
- 7.7 The provider must notify DSAAPD if services are not started within ten (10) calendar days of referral.
- 7.8 The provider must commit Respite Services at the times/days requested by DSAAPD.
- 7.9 The provider must notify the participant of any change in schedule, or interruption of service.
- 7.10 The provider must discuss any proposed modification of the care plan with DSAAPD.
- 7.11 The provider must maintain a current care plan in the participant's home.
- 7.12 The provider must ensure access to authorized representatives of Delaware Health and Social Services and/or CMS to the participant's case files and medical records.
- 7.13 The provider must inform DSAAPD of other potential payors of Respite service (i.e. Hospice, Medicare, etc.)
- 7.14 The provider must maintain the participant's right of privacy and confidentiality.
- 7.15 The provider must comply with DSAAPD quality assurance initiatives related to this program.
- 7.16 The provider must cooperate with DSAAPD to resolve problems which threaten participant service.
- 7.17 The provider must notify DSAAPD and participant in writing two (2) weeks prior to termination of services. The notification must include reasons for the termination and steps taken by the provider to resolve the issues.



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- 7.18 The provider must give DSAAPD thirty (30) days written notice if terminating five (5) or more participants at a given time.

